From:	Anderson - CDHS, Julia
To:	Snively-Gonzalez - CDHS, Michelle; Carr - CDHS, Monica; Karen Enboden - CDHS; Emily Wengrovius - CDHS; Jankovsky - CDHS, Eva; Jennifer McDonald - CDHS; Lisa Matter - CDHS; Sari Frosh - CDHS; Lindsey Leffew - CDHS; Alarcon - CDHS, Renee; Dorothy Smatana - CDHS; Erika Martinez - CDHS; Hauschulz - CDHS, Jessica; Kathryn Ellersdorfer - CDHS; Carin Rosa - CDHS; Stacey Kennedy; O"Brien, Jennifer
Subject:	Fwd: [rmecc2019exhibitors] Important RMECC Exhibitor Information
Date:	Thursday, February 14, 2019 9:54:08 AM
Attachments:	image003.png 2019 RMECC - Exhibitor Manual_Updated.pdf Comprehensive Exhibitor List_FINAL_RMECC2019.xlsx Exhibitor Floor Plan.png LeadCapture Order Form - App Only- Denver Early Childhood Council.pdf RMECCExhibitorPoliciesandProcedures_FINAL.pdf Exhibitor Portal Guidelines.pdf Scanning LeadCapture Leads Onsite.pdf

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Good morning all,

Please see below and attached for RMECC Exhibitor information.

We have been assigned booth #400, CDE will be at booth #302. Although it might not make sense numerically, these booths are next to each other! In addition to our booth, we also have a branded seating area/lounge in one of the transition spaces called the 'Colorado Shines Lounge.' We'll have a small table in the lounge where we can place some swag. If you're a part of my load in team, we'll be setting this up in addition to the booth.

We're ordering notepads like last year (the smaller ones!) these will be delivered directly to the Sheraton to hopefully save our backs! This year, RMECC is not stuffing bags, but they will have a table full of goodies which exhibitors can contribute to. We can place our notepads on this table and also give them away at our booth.

Other than that, I think we're mostly set! I'll be in touch to continue to coordinate our efforts as we get closer.

Let me know if you have any questions,

Julia

---------- Forwarded message ---------
From: **Sarah Goldman-Foster (via rmecc2019exhibitors list)**
<rmecc2019exhibitors+sarah=ecclacolorado.org@groups.electricembers.net>
Date: Wed, Feb 13, 2019 at 6:17 PM
Subject: [rmecc2019exhibitors] Important RMECC Exhibitor Information
To: rmecc2019exhibitors@groups.electricembers.net
<rmecc2019exhibitors@groups.electricembers.net>
Cc: Mariam Shareefy <Mariam@denverearlychildhood.org>, Heidi Ganser Lang
<heidi@denverearlychildhood.org>

2019 ROCKY MOUNTAIN
EARLY CHILDHOOD CONFERENCE

Hello RMECC Exhibitors and Sponsors,

The conference is right around the corner and I have a lot of important information to share! Please review all the attached documents as they will make your conference experience smoother and as stress free as possible.

Booth Assignments:

Please find the booth assignments attached. No changes will be made to the booth assignments at this time.

Shipping Materials and Add-ons:

Be sure to review the shipping and delivery deadlines in the Exhibitor Manual.

- If you have any questions regarding the information or services offered by Brede Exposition Services in the Exhibitor Manual, please email Randy Gaddis, rgaddis@brede.com. Brede will have a booth located within the exhibit hall should you need support during the conference.
- As a reminder, labor and drayage is included within your exhibitor registration. If you need a power outlet, dedicated internet connection, etc. please consult the Exhibitor Manual and Exhibitor P&P for purchase options. The conference will have wi-fi available for all attendees and exhibitors.

Check-In and Unloading Instructions:

- Check-in and set up is from 2pm-7pm on Thursday, February 28. If you're planning to arrive between 2-3pm, there will be a wait. I will be in the registration area outside the Plaza Ballroom and exhibition area.

  You must check in at registration and receive your badge!

- Exhibitors can unload themselves, but if you need to use the dock and cart from

Brede, you will need to pull up to the bagged meters on 15th Street, across from the Goodyear. The block between Court Place and Tremont will be blocked off (look for the big Brede truck).
- Check the Brede Exhibit Manual and the Exhibitor P&P (both attached) for additional information and shipping instructions.

Parking and Hotel:

Exhibitors will receive a parking voucher for 25% off the daily parking rate at the hotel. This cannot be used for overnight parking.

Directions to the Sheraton Denver Downtown Hotel parking, SpotHero and alternative transportation options can be found on the RMECC website:

http://www.rmecconference.com/events/rocky-mountain-early-childhood-conference-2019

Sheraton Denver Downtown website:
https://www.marriott.com/hotels/maps/travel/dends-sheraton-denver-downtown-hotel/

Lead Capture:

There are three documents attached regarding Lead Capture. If you have already purchased it, follow the instructions for account setup. If you wish to purchase it, you may still do so. Instructions for purchase are attached.

RMECC app download Instructions:

- Search for CrowdCompass AttendeeHub in the app store. Once you've found the app, tap either **Download** or **Install**.

- Once downloaded, open the AttendeeHub app and **enter Rocky Mountain Early Childhood Conference** OR **rmecc2019**.

Thank you and please reach out with any questions you may have.

Sarah Goldman-Foster

Admin and Events Specialist

Early Childhood Council Leadership Alliance

www.ecclacolorado.org

Cell: 720-296-0633

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For all list information and functions, see:
http://groups.electricembers.net/lists/info/rmecc2019exhibitors

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Julia Anderson
Early Care and Learning Communications Specialist, Office of Early Childhood

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Department of Human Services

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